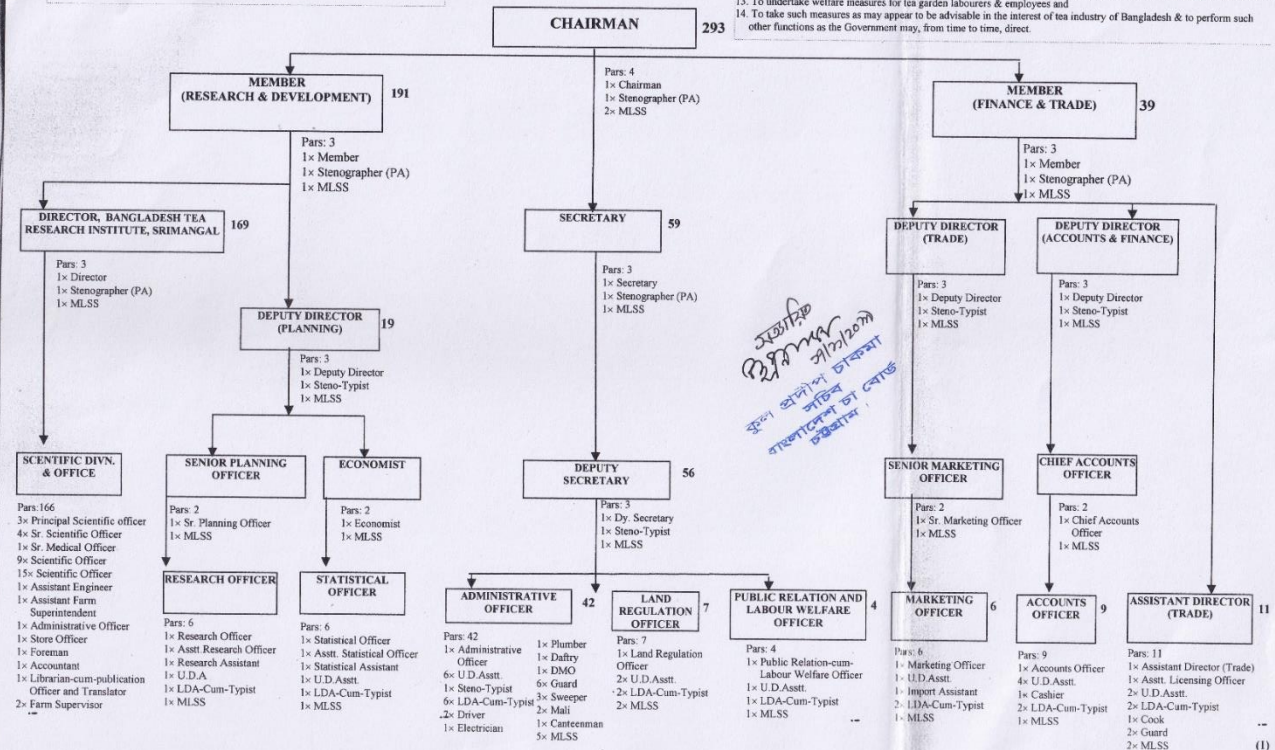


Control and promote the cultivation and export of tea;
 6. and control the sale of tea;
 7. Grading standards of tea and provide for training in tea testing;
 8. Take measures to improve the quality of tea;
 9. To collect statistics from growers, manufacturers of dealers of tea or other persons on any matter relating to tea and tea industry;
 10. To organize and assist in special research connected with tea cultivation and tea industry;
 11. To promote co-operative efforts amongst growers.

BANGLADESH TEA BOARD
COMMERCE DIVISION
MINISTRY OF INDUSTRIES & COMMERCE

11. To establish new tea gardens, to acquire & rehabilitate derelict tea gardens in accordance with such schemes as may be approved by the Govt. and generally to render assistance to the existing tea gardens and to improve their production;
 12. To take measures for proper utilization of the land available in the tea gardens in excess of the area under tea cultivation;
 13. To undertake welfare measures for tea garden labourers & employees and
 14. To take such measures as may appear to be advisable in the interest of tea industry of Bangladesh & to perform such other functions as the Government may, from time to time, direct.



Handwritten note in Bengali:
 জেলা পরিষদ
 ১৫/১২/০৭
 সূত্র প্রদান করা হয়েছে
 বাংলাদেশ সরকার
 কর্তৃক

SUMMARY OF MANPOWER				
Sl.No.	Name of Post	Sanctioned	Existing	Revised
Class-I				
1.	Chairman	1	1	1
2.	Member	2	-	2
3.	Director	1	-	1
4.	Principal Scientific Officer	3	2	3
5.	Secretary	1	1	1
6.	Sr. Scientific Officer	4	3	4
7.	Sr. Medical Officer	1	1	1
8.	Deputy Secretary	1	1	1
9.	Deputy Director (Trade)	-	-	1
10.	Deputy Director (Planning)	-	-	1
11.	Deputy Director (F&A)	-	-	1
12.	Chief Accounts Officer	1	1	1
13.	Economist	1	1	1
14.	Scientific Officer	5	9	9
15.	Sr. Marketing Officer	-	-	1
16.	Sr. Planning Officer	-	-	1
17.	Accounts Officer	1	1	1
18.	Administrative Officer(BTB)	1	1	1
19.	Statistical Officer	1	1	1
20.	Research Officer	1	1	1
21.	P.R & L.W. Officer	1	1	1
22.	Asstt. Director (Trade)	1	1	1
23.	Land Regulation Officer	-	-	1
24.	Marketing Officer	-	-	1
25.	Asstt. Scientific Officer	18	15	15
26.	Asstt. Engineer	1	1	1
27.	Asstt. Farm Superintendent	1	1	1
Total :-		51	44	55
Class-II				
28.	Administrative Officer(BTRL)	1	1	2
29.	Land Regulation & Management Officer	1	1	-
30.	Asstt. Administrative Officer	1	1	-
31.	Asstt. Accounts Office	1	1	-
32.	Asstt. Management Office	1	1	-
33.	Export & Import Officer	1	1	-
34.	Asstt. Export & Import Officer	1	1	-
35.	P.A. (Stenographer)	5	5	5
36.	Asstt. Statistical Officer	1	1	1
37.	Asstt. Research Officer	1	1	1
38.	Asstt. Licensing Officer	1	1	1
39.	Store Officer	1	1	1
40.	Accountant	1	1	3
41.	Foreman	1	-	1
42.	Farm Supervisor	2	2	2
43.	Librarian-cum-Pub. Off. & Translator	1	-	1
44.	Sr. Field Assistant	5	4	4
45.	Head Assistant	1	-	1
Total :-		27	22	19
Class - III		147	117	126
Class - IV		105	99	93
Grand Total :-		330	282	293

EQUIPMENT AND MISCELLANEOUS POINTS ETC

- Transport**
For Head Quarter.
 a) 3 = Car for official use of Chairman and 2 Members.
 b) 1 = Car for general office duties.
 c) 3 = Microbus for official use.
For Tea Research Institute, Srirangal.
 d) 1 = Car for official use of Director.
 e) 5 = Jeep for official use by Officer.
 f) 2 = Microbus
 g) 1 = Truck
 h) 2 = Tractor
 i) 2 = Trailer
 j) 1 = Motor Cycle
 for official / operational use.
- The remaining 4 = Car to be disposed of as per existing rules.
- Use and authorisation of transport will be as per Government instructions issued from time to time.
- Major office equipment:**
 a) 2 = Duplicating Machine.
 b) 1 = Plain paper copier
 c) 1 = Stencil cutting Machine
 d) 23 = Typewriter

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 কর্তৃক

Sd/-
 BRIGADJAR
 (ANAMUL HOQ KHAN)
 CHAIRMAN - COMMITTEE
 OF SET-UP OR
 CORPORATIONS ETC.
 15. 12.85

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